

LANCASTER COUNTY REPAIR AND CLEANING WORKER

NATURE OF WORK

This is semi-skilled work involving maintenance, repair, custodial cleaning, and other activities in and around public buildings related to County facilities.

Work involves the performance of varied semi-skilled maintenance, repair, and construction activities which may include the following craft areas: carpentry, plumbing, painting, masonry, electrical repair, and related disciplines. Work also includes the performance of routine custodial work; maintaining sanitary conditions; and operating various types of cleaning equipment. This class is distinguished from custodial classes in that employees of this class must perform maintenance and repair activities a minimum of 50% of work time. General supervision is received from an administrative superior; however, an employee in this class is expected to exercise independent judgment in determining proper work methods and materials. Work is reviewed in the form of inspections on completed projects and cleanliness to ensure conformance with required procedures. Some supervision may be exercised over subordinates assigned to assist in project completion.

EXAMPLES OF WORK PERFORMED

Perform minor carpentry work in the repair and maintenance of buildings including floors, partitions, doors, cabinets, furniture, recreation equipment, cupboards, shelves, counters, dining tables, chairs and other fixtures; perform general repair work related to door locks, automatic door mechanisms, floor tile, windows and other building and grounds apparatus; patch walls and hang bulletin boards, pictures, chalk boards and related items.

Maintain and complete minor repairs on plumbing fixtures and equipment; unclog sewers and drains; repair leaking faucets, toilets, pipes, valves, garbage disposals, thermostats, regulators, dishwashers, drinking fountains, showers and other related plumbing fixtures.

Complete minor repairs and replacements on electrical fixtures and equipment including indoor and outdoor light fixtures, switches, outlets, audio monitor devices, emergency light systems, smoke and heat detectors and other related electrical components; repair small electrical appliances; check electrical circuitry for malfunctions; change light bulbs, fuses, starters and related items; and perform minor repairs on electrical motors and pumps.

Clean and apply paint and primer to the interior and exterior of buildings; hang wallpaper; erect and remove scaffolding; and install wallboard and patch holes as required.

Perform general grounds maintenance work including maintenance and repair of fences, driveways and sidewalks; remove snow on sidewalks and driveways; water, fertilizer and mow lawn; trim bushes and trees; and perform other related grounds maintenance work.

Operate a vehicle used in transporting equipment, supplies and other items.

Sweep, vacuum, mop and dust floors; wash walls, ceilings, woodwork and windows; dust furniture, countertops and related items; strip and wax floors; clean and sanitize restrooms and shower facilities; empty wastebaskets and ashtrays; clean kitchen appliances and cupboards; and move furniture and prepare facility space for various activities.

Preserve cleaning and construction articles in good operating condition; maintain an inventory of various supplies and equipment; and keep a variety of service records.

Determine proper work methods and materials required for each project; operate various power tools in the performance of assigned projects.

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

Knowledge of the methods, practices, tools, equipment, and materials utilized in a variety of craft disciplines.

Knowledge of work standards and practices associated with the various craft disciplines.

Knowledge of safety hazards involved in building maintenance and repair activities and required precautionary methods.

Knowledge of proper cleaning methods, procedures and materials and the operation and care of various types of cleaning equipment.

Ability to perform heavy lifting.

Ability to inspect and determine the extent of needed repair for electrical, plumbing, carpentry, masonry, mechanical and other systems.

Ability to maintain and repair shop equipment and tools.

Ability to understand and follow oral and written instructions.

Ability to establish and maintain effective working relationships with co-workers and the general public.

Skill in the use of tools and equipment utilized in a variety of craft disciplines.

Skill in the operation of cleaning equipment.

MINIMUM QUALIFICATIONS

Graduation from high school with two years of experience in custodial work involving the operation of cleaning equipment and six months of experience performing minor building and repair activities or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid driver's license when operating a vehicle in the performance of assigned duties.

11/12

PS4710